TERMS & CONDITIONS

Background of e-CAB

The Bangladesh software and IT enabled services sector is emerging as a key contributor to the growt needs from different sectors of economy including Government are looking for their efficiency enha implementation of proper software and IT enabled services. The demand of these software and services a Bangladesh Association of Software & Information Services (e-CAB), the only national trade associatio Bangladesh software and services industry. The relevance of e-CAB can be understood by the fact that th in 1998 to a body with over 250 members in 2007. Today, e-CAB member companies account for majorit services industry. Besides most of the large software players, E-CAB membership also covers a vast bas the association for guidance and continuous support.

e-CAB's aims and objectives include the facilitation of trade and business in software, IT services a advancement of research; facilitation of education, employment and growth of the Bangladesh economy Government of Bangladesh to formulate policies and procedures in the software and services sector community in Bangladesh.

E-CAB has been working in close cooperation with the Bangladesh Government to create an industry frier telecom infrastructure, software industry-friendly tax regime and prompt redressal of procedural bottlene undertaking with the government.

Benefits to e-CAB Members:

Apart from advantages from the policy advocacy, the members get exclusive services from e-CAB. These

- Various supports to members on issues with Government agencies.
- Exclusive participation of events, training designed for e-CAB members only.
- Discounted facility on every event or program compared to the services to non-members.
- Moreover, e-CAB is working to make its membership preferential to Government agencies on variou

Membership Categories:

• General Member (those who have 2+ operational experience)
• Associate Member categories (those who have 6 months-2 years experiance)

Membership Enrollment Process:

To enroll as a Member (General or Associate) of e-CAB, please follow the following process:

01. Fill the Membership Online Application Form
02. Attach all the documents mentioned in the Checklist of Documents

- Workorder related to Software/ITES (At least 3)
- Up to date trade license mentioning nature of business in line with the scope of membership criteria
- Company Tax Payer Identification (TIN) Certificate.
- Attested photocopy of updated Income Tax certificate
- Brief Company Profile on the Company Letterhead (including human resources with organogram, li line up, Client List etc.).
- Memorandum and Articles of Association to be provided in case of companies, Partnership deed in
- Details of the representative, in terms of educational and professional background with two copy pas
- Board Resolution Copy in favor of e-CAB representative.
- Printed corporate brochure (if available

Enclose the necessary pay orders:

- One Time Admission Fees-Tk. 5,200/- for General member (non-refundable)
- Annual Subscription Fees as applicable on membership category

Conditions:

- All Papers (including membership application form) must be attested by the company owner.
- Please bring originals while submitting the document
- Reference from two registered e-CAB member companies needed at application form (List available

Once E-CAB Secretariat receives the complete documents, they will confirm the documentation and m forward this application to Membership Approval Committee for their recommendation and then to Executiv

Important notes to follow:

1. E-CAB Executive Council Reserves the Right to Recommend any Application to any Destined Category
2. E-CAB Membership procedure must comply with the DTO Rules and Articles of e-CAB.
3. Organization/Company engaged only in computer and/or ICT business is eligible to be Member of e-CA
4. Registered Address of the Organization/Company must be authenticated and e-CAB Authority preserve
5. e-CAB authority preserves the right to ask any document (including original) of the Applicant other than
6. e-CAB authority preserves the right to visit the registered and/or business address of the Applican satisfaction of E-CAB Authority upon such visit.
7. e-CAB authority at their necessity could call the Representative of the Organization/Company for intervie

Current Projects

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8. No incomplete Application is acceptable.
9. Nothing confirms e-CAB Membership other than authentication & verification is completed.

Eligibility:

Any firm or company thereof registered or incorporated in Bangladesh and conducting business in IT s services, and/or associated services is eligible to apply for membership provided:

- Its main activity is the development of IT software and services or associated services;
- It performs this activity for commercial purposes
- Applicant company requires to submit work order or business experience of appreciation.
- As a startup company with at least six month of age as per the date of issue of the trade licens category.

Exceptional case: If any individual person or freelancer or outsourcer having experience relating to onl email correspondences relating to online based job, letter of appreciation based on service, professional p status, bank statement or profile account statement may form a company; and would also be eligible for As

As per the date of issue of the trade license, company age must be membership in General membership category. Associate member who has 2 (two) years' time would be eligible to apply for General membership.

Compliance:

E-CAB will review the operation of existing members to check that they are actively engaged in the busine association every year for continuation of membership. Members are required to fill a form and return b

Download the Form: Click Here!

Fee Structure:

The current fee structure for fresh applicants for e-CAB membership falls under two heads:

On applying to the Association every applicant will be charged a one-Time admission fee of Tk. 5,20 refundable.

The Annual Subscription Fee is Tk. 2,200.00

Please note that all payments have to be made by pay order in favour of 'Bangladesh Association of Softw

Membership fees may be revised at any time at General Meeting.

Membership Dues:

All membership dues are payable in advance for a calendar year in full and become due on the first day end of February of the year.

In case, where in the opinion of the Council, unusual expenditure or commitments may become necessa the Association or its members, the Council shall be empowered to levy from the members on an equitable Members, who have not cleared the arrears for 6 months, shall be disqualified from taking part in any proc

Ceasation of membership:

01. The name of members shall be deleted from the register for defaulting members who will not be clear date of due (Currently January 1).
02. Member may resign from the association at any time giving 30 days written notice and clearing the due
03. The council shall have the power by resolution to expel from membership of the association any mem professional misconduct or has committed a breach of the provisions of the article of association, after pro show cause against such expulsion and after receiving from him a statement or explanation in writing.
04. A member shall ipso facto cease to be a member of the association:

- In case of he / she become insolvent
- In case his / her company goes into liquidation
- In the event of that at any time such member shall not be actively engaged in the business of softwa

Code of Conduct:

All members of E-CAB should conform to the Code of Conduct of the Association, as given below:

Relations with Clients: Members must deal with clients in an ethical manner, agreements and terms & co and implemented in good faith; job undertaken should be completed on time in an efficient manner ar maintaining full confidentiality.

Relations with Other Members: Members must convey a professional and constructive attitude in deali hateful comments in any forms, displaying courtesy and fairness; proper respect should be shown information, and client/vendor relations of fellow members; members will not engage in damaging, reproa from fellow member companies, appropriate clearance in the form of No Objection Certificate must be ol have the right to neutralize any such conflict through arbitration and the members involved must conform CAB. Members must exercise the arbitration before taking any legal actions on another member.

Relations with Employees: e-CAB members shall take necessary steps to hire quality employees, offerir advancement. All employees will be given a letter of employment stating the terms and conditions of e terms. Furthermore, the employees should be duly notified regarding their obligation to keep important dat maintain professional conduct, failure to which would result in legal consequences as per the law of the lar

Relations with Public: All e-CAB members must perform their role as good corporate citizens, encouragi a tool for bringing social and economic benefits to the community, thus ensuring their Corporate Social Re e-CAB to create a forum or a page or a group in the social media, he/she has to take prior written permissi

Relations with International Community: e-CAB members should promote communication and busines in accordance with international cooperation. They must not diminish Bangladesh's growing image abroa towards the positive branding of the country in the course of conducting international business.

Intellectual Property Protection: e-CAB members should discourage the usage of pirated software.

Relations with e-CAB: All dues to e-CAB must be cleared in time by the members and they should upc
reserves the right to cease the membership if the dues are not paid within proper date. As a part of its rese

If any member is representing e-CAB in any forum (public / internal/social media or any other forms), he / e-CAB or its members. He / she must not breach any confidentiality of documents in the public communications/outcome of the forum representation immediately, do not conceal information and shall r without notifying e-CAB.

Additional code of conduct of Executive Committee (EC) members

Member of EC must take proper nomination from President/EC for representing in different committees a CAB of the communications/outcome of that representation immediately, conceal information and shall without notifying e-CAB. EC Member must exercise the arbitration before taking any legal actions on anoth EC member must maintain the confidentiality of the documents of other members and should not exe confidential documents submitted for different services.EC members will not be entitled to business or t their tenure.

If any member violates the Code of conduct, EC reserves the right to cancel the membership if the answe stating the violation, is not satisfactory.

Election / Nomination to the Executive Council:

Members enrolled for more than 120 days and have their updated TIN, trade licenses and membership d the members will have single vote.

The general management of the Association is vested in the Executive Council, which shall consist of 9 from the Associate member). The Executive Council will be elected for a 2-year term. And a single membe Members will be vote for their representative as per their membership category. After the election, 9 Execu among themselves by voting.

Meetings of the Executive Council shall be held not less than once in 3 months.

e-CAB Secretariat office:

If an applicant meets the eligibility criteria, they may apply for membership by sending the required docum the following address:

e-Commerce Association of Bangladesh (e-CAB)
House:29, Road-6, Dhanmondi, Dhaka-1205
Phone: 01755554451
Email : info@e-cab.net
Website: www.e-cab.net

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